Office of Housing & Residential Life – New York City
Agreement Release Request Form

Please review this Agreement Release Request Form in its entirety for detailed release guidelines, policy, and procedure. Release from the Housing Agreement is subject to review by the Office of Housing & Residential Life and its partner(s) units of and within Pace University. You will be notified of the status of your request within five business days of submitting this form with appropriate documentation. Pre-payments are NON-refundable. Approved release refunds apply only to the principal balance. Please refer to the reverse side of this form for resale obligation specifics.

Date of Request: __________________________ Name: _______________________________________

UNV#: __________________________ Classification: FR SO JR SR GR

Housing Assignment: ____________________________________________ Hall __________ Room __________ Contact Telephone Number __________

Term from which you request Release: Fall 20___ Spring 20___ Summer I 20___ Summer II 20___

Reason for Release request (check applicable box and attach appropriate documentation):

☐ Not admitted or not enrolling for the term listed above.

☐ Called to active military duty (attach a copy of order to active duty)

☐ Enrolled in a partial term PACE College or University program (attach documentation verifying enrollment dates).

☐ Been academically dismissed by the University (attach a copy of dismissal notification letter)

☐ Medical Condition

➔ A licensed health care professional must document the medical condition using the Disability Assessment Questionnaire available in the Office of Housing & Residential Life.

➔ Release approval subject to review by the Office of Housing & Residential Life, the Counseling Center or Health Care Unit, and the Office of Student Accounts & Records for verification that continued residence in University Housing Facilities would adversely affect the medical condition.

☐ Winter Graduation (attach copy of graduation evaluation letter)

☐ Spring Study Abroad (attach copy of acceptance letter from the program)

☐ None of the above: I understand that I am not eligible for an approved Release and subject to full rates and fees for this term as stated on the Housing Agreement and outlined on the reverse side of this form. I plan to check-out on ________________ and understand that failure to do so will result in an improper check-out fine. (Date)

I have read the reverse side of this form and understand that I may be subject to fines and/or continued responsibility for the principal balance still remaining on for my housing costs. I further understand that submitting this form does not result in an approved release from the housing agreement.

__________________________________________  _________________________
Signature                                            Date

Office Use Only

☐ Approved  Release Fee: $ _____ Pro-ration Refunded: $ _____ Security Deposit Released ☐

☐ Denied: ____________________________________________

Date received: ___________ Staff initials: ___________ Date Notified: ___________
The Agreement Release policy, as outlined in the University Housing Agreement and Resident Community Guide, provides that: *this Agreement is in force as long as the student is officially enrolled as a full-time student during the academic year, provided the student remains in good standing in terms of behavior and conduct. A student meeting the below criteria may request release of this Agreement by submitting an Agreement Release Request Form at least 5 business days prior to removing themselves from the premises. Any approved Releases will be subject to Release penalties.

A. A Student may cancel this Agreement prior to or during the Academic year for the following reasons, and is entitled to Release fees as indicated below:
   i. Not admitted or not accepting admission into Pace University
   ii. Called to active military duty
   iii. Enrolled in a partial term PACE College or University program
   iv. Been academically dismissed by the University
   v. Medical Condition*

<table>
<thead>
<tr>
<th>Date of Submission</th>
<th>Refund of Principle (Pre-payment is non-refundable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postmarked/Submitted prior to the end of the 1st week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Postmarked/Submitted prior to the end of the 2nd week of classes</td>
<td>70%</td>
</tr>
<tr>
<td>Postmarked/Submitted prior to the end of the 3rd week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>Postmarked/Submitted prior to the end of the 4th week of classes</td>
<td>20%</td>
</tr>
<tr>
<td>Postmarked/Submitted prior to the end of the 5th week of classes</td>
<td>0%</td>
</tr>
<tr>
<td>Postmarked/Submitted during or after the 5th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

B. Once the Academic Year begins, the Student shall *not* be released from this Agreement due to:
   i. Lack of financial resources
   ii. Financial aid
   iii. Dissatisfaction with assigned space
   iv. Desire to reside with parents or legal guardians
   v. Obtaining a new residence
   vi. *Medical condition (unless meets criteria set forth on the reverse side of this form)*

C. *Students residing in University leased properties are obligated to the full contract cost. If and when a new resident has been assigned to the vacated space, a refund of the remaining amount will be made. If the space cannot be filled, the student remains obligated to the full contract cost.*

D. If the student is denied admission to the University, there shall be no Release fee and a full refund of any payments will be made.

E. Any student wishing to cancel his or her spring semester portion of this Agreement without financial penalties must meet one of the following criteria, in order for the Release request to be considered. The student must have and submit verification for:
   i. Filed for December graduation
   ii. Been accepted and approved for a Study Abroad program
   iii. Not enrolled for the Spring term

F. Any student vacating the premises without approval will continue to be assessed housing charges for the duration of the term of the Housing Agreement and additional penalty fees.

G. The Office of Housing and Residential Life reserves the right to terminate or modify the terms of the Housing Agreement if the student violates any of the University’s Guiding Principles of Conduct. If the Housing Agreement is terminated for behavioral or disciplinary reasons, the Student will be required to pay the remainder of the Agreement balance.

H. *Approved releases are subject to review by the Office of Housing & Residential Life, the Office of Student Assistance, and (for medical releases) the Counseling Center. Remember, pre-payments are NON-refundable. Approved Release refunds apply only to the principle balance.*